



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of February 10, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

**Account Clerk II – Exam #21353/ Salary \$16.85 - \$23.36 per hour**

Analyze extensive data, ensuring accuracy. Prepare records that deal with complex payrolls, accounting and/or bookkeeping procedures.

**Qualifications:** High School Diploma or equivalent. Post-secondary education in entry-level accounting, finance or closely related is desired; Three (3) years of basic accounting or bookkeeping experience; Response to screening questions; Background/Academic check and drug/alcohol test. An equivalent combination of related education & experience may be considered. **Applications accepted through February 14, 2014.**

**Animal Control Warden – Exam #21383 / Hourly Salary \$17.93 up to \$25.31**

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays. Animal Control Wardens must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **Anyone may apply.** **PRIMARY RESPONSIBILITIES:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications:** **Required Education:** Associate Degree in Law Enforcement, Veterinary Technician, or another related field. **Required Experience:** Two (2) years of animal handling or animal training experience. Experience in report writing within a regulatory environment is desired. **Equivalency:** An equivalent combination of related education/experience may be considered. **Licensure and Certification:** Must maintain a valid Driver's License while employed in this position. **Desired Certification & Training:** National Animal Control Association Training and Certification desired. **Applications accepted through Monday, March 3, 2014.**

**Applications Programmer - InfoSphere/Enterprise Analytics – Exam #21341 / Hourly Salary \$25.09 up to \$34.53**

Anyone may apply. There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing operational and strategic application and data support and planning for the InfoSphere and analytic tools including IBM ICP&O (IOP). Responsible for the enhancement of data quality and data integration capabilities. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, February 14, 2014.**

**Applications Programmer - .NET – Exam #21339 / Hourly Salary \$25.08 up to \$34.52**

There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing daily operational system support for the City's custom .NET applications. Responsible for the analysis, design, development, implementation, maintenance, support, testing, and documentation of business application software for City end users. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, February 14, 2014.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Assessor I – Exam #21344 / Hourly Salary \$24.14 up to \$31.45**

ALL applicants **MUST** submit a completed: 1) Online City of Minneapolis application, 2) A copy of your license (i.e.) Assessor License, Appraiser License, Real Estate License, 3) Resume (must be submitted prior to the job closing date). Please email your resume to [joel.lampe@minneapolismn.gov](mailto:joel.lampe@minneapolismn.gov). **POSITION INFORMATION:** The City of Minneapolis, Assessor Office is looking for two (2) individuals to perform specialized and technical field and office work in the assessment of real estate properties. **Qualifications: Education and Experience:** **One** of the following **1)** A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and one year full-time real estate appraisal experience **or 2)** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, January 13, 2014 through Wednesday, February 12, 2014.**

**District Lead, Animal Control – Exam #21373 / Hourly Salary \$20.09 up to \$28.49**

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays. Animal Control Wardens must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **Primary Responsibilities:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications: Education:** Associate of Arts Degree in Veterinary Technician, other post-secondary education or training courses or equivalent. **Experience:** Four years of animal handling or training experience. **Licenses:** Valid Driver's License. **Applications accepted through Wednesday, February 12, 2014.**

**Electronic Technician #21316 Hourly Salary: \$23.55 up to \$28.98**

The current vacancy is with the Property Services-Radio Shop working with two-way land mobile radios, pagers, cellular and wireless communication equipment and accessories. The position will also perform specialized work in the construction, installation, removal, maintenance and repair of electronic equipment and accessories.. **Qualifications: Education-** Graduate from an accredited institution with a degree/diploma in Electronic Technology, Industrial Electronics or a highly related field or equivalent. **Experience-** One year of verifiable work experience in the repair of mobile communications electronic equipment and accessories is highly desirable. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Open November 20, 2013 until a sufficient candidate pool has been established, determined by HR.

**Inspector, Housing II – Exam #21328 Hourly Salary \$23.10 - \$32.20**

There is currently one (1) full-time, non-exempt vacancy to be filled in Regulatory Services. Although work is normally performed between 8:00 a.m. to 4:30 p.m., employees may be requested to work beyond the normal work hours from time to time or be requested to routinely work a different shift. This position is open to all applicants. **Primary Responsibilities:** Respond to complaints for nuisance condition violations, interior and exterior structural complaints and inspect assigned buildings and premises for compliance with the Housing Maintenance Code, including the rental dwelling license ordinance and related ordinances. **Qualifications: Required Education:** Associate's Degree in Building Inspection Technology, a Certification in Building Inspection Technology or a Bachelor's degree in Environmental Health, Public Health or related field. **Required Experience:** Two (2) years of experience in Housing Inspection, Building Inspection, or Zoning Code Administration or one (1) year as a Housing Inspector I. **Equivalency:** An equivalent combination of related education/experience may be considered. In all cases, applicants must have a minimum of one (1) year of experience to be qualified. **Applications accepted Friday, December 13, 2013 through Thursday, February 13, 2014.**

**Parking Systems Manager #21378/Annual Salary \$93,008 to \$101,090**

The applicant hired for this position will oversee the daily operations, long-term planning/programming and parking policy issues for off-street parking, on-street parking, and the Impound Lot. Provide overall leadership and management for all activities, employees, functions, and services of the City Parking System (off-street parking, on-street parking, and impound lot/towing). **Qualifications:** Bachelor's Degree in Engineering, Public Administration, Finance, Technology Management or equivalent. Five (5) years of progressively responsible managerial experience that includes finance and budgeting, program analysis and evaluation, etc., **and** Three (3) years of supervisory experience. An equivalent combination of education and experience may be considered. Possess and continue to maintain a valid Driver's License. Experience with parking systems OR public agencies (not mandatory). IPI-CAPP Parking Professional Certification (not mandatory). Supplement/background check/drug and alcohol testing. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, February 21, 2014.**

**PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.**

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

**Professional Engineer – (Traffic & Parking Services Division) Exam #21349/Annual Salary \$68,580 - \$87,477**

The applicant hired for this position will perform a variety of professional engineering work in the design, review and preparation of plans and specifications for engineering projects and development projects, supervision of construction projects and the maintenance of facilities. **QUALIFICATIONS:** Bachelor's Degree from an accredited college or university in Civil Engineering, or a closely related field. Four (4) years of engineering experience. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. It is highly desirable that persons possess, and continue to maintain a valid driver's license by time of hire. Background Check/Drug & Alcohol Testing. **Applications accepted through Wednesday, February 14, 2014.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Public Works Service Worker II – Exam #21379 / \$27.362 Per Hour/ ONLY On-Line applications will be accepted for this position. Visit our web site at: [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs)**

**Position Information:** Drive and operate a wide variety of construction equipment and attached mechanical devices used in construction and maintenance work, and perform skilled and manual labor in the repair and maintenance of Public Works infrastructure as directed. **Age:** Applicants must be at least 18 years of age. **MINIMUM QUALIFICATIONS:** High School Diploma, GED or equivalent with specific training related to equipment operation. **MINIMUM EXPERIENCE:** At least one year of experience (in the last five years) of operating two of the following list of equipment: rubber tire tractor (with backhoe), motor grader, asphalt spreader, cable crane, bull dozer, hydraulic backhoe, or skid-steer loader. **LICENSES/CERTIFICATIONS:** Possess, and continue to maintain, a Class B (or better) Commercial Driver's License with no Air Brake Restrictions and Tanker Endorsement; and, within six (6) months of hire, able to obtain and maintain a Class A Commercial Driver's License. **"PERMIT" Commercial Driver's License ARE NOT acceptable.** Applicants must be able to present proof that they have successfully completed both the written and behind-the-wheel road test for their Commercial Driver's License. Background/medical and drug/alcohol testing. **Applications accepted through February 14, 2014.**

**Senior Applications Analyst – Exam #21309 Annual Salary \$64,386 - \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelors Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616\*Market adjustment may apply**

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications:** **Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. **\*Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQL, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

**Software Engineer II (Business Intelligence Engineer - Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Sustainability Program Coordinator Exam #21369/Annual Salary \$60,189 to \$82,586**

Work closely with City Staff, Elected Officials, and the Community in developing, informing, implementing, and monitoring the City's Homegrown Minneapolis efforts and other sustainability programs as assigned. Homegrown Minneapolis is a citywide initiative expanding Minneapolis' ability to grow, process, distribute, eat and compost more healthy, sustainable, locally grown foods and strengthen the local economy. **QUALIFICATIONS** **Experience** Five years of professional experience, working on sustainability principals and/or public health, with at least two years' experience analyzing, developing and implementing policies relevant to large urban community food systems at local or state level. **Education** Bachelor's Degree in **Environmental Science, Physical Science, Community Health, Natural Science, or Biological Science; Urban Planning or other related field.** For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications through February 12, 2014.**

# CITY EMPLOYEES ONLY

**Development Coordinator I Exam #21381 Hourly Rate of Pay \$19.638 up to \$28.109 (RESTRICTED)** The Community Planning and Economic Development Department is seeking a Development Coordinator I. The Development Coordinator I will Review construction project permit and license applications and assist, inform, and act as liaison for applicants regarding requirements, application approval processes, and fees. Receive and route plans and documents. **Minimum Requirements:** **Experience-** One (1) year of experience in a public regulatory agency in a position which included dealing with the public. **Education** - One (1) year of college (beyond High School) in Construction Technology, Business, or a closely related field. An equivalent combination of related education/experience may be considered. **Certificates** - Within one (1) year of hire, must obtain / maintain a Permit Technician Certification from the International Code Council (ICC). For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applicants failing to submit all required material as listed in the job announcement will not be considered. Applications accepted until Friday, February 14, 2014.**

**Enterprise Contract Administrator #21357 Salary: \$66,781 up to \$83,742**

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications** Experience: Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Equivalency: An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, February 21, 2014**

**Program Aide II Exam #21381 HOURLY RATE OF PAY \$18.63 UP TO \$25.29 (RESTRICTED)**

The current vacancy is with Minneapolis 311 and will provide overall 311 departmental program support including coordination & managing the resolution of facilities concerns, community/employee engagement, health & wellness initiatives, expenses & purchasing/procurement, and general administrative support. Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs. **Minimum Requirements:** **Experience-**Two (2) years of experience performing duties similar to those described above. **Education:** High school diploma or equivalent. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered **Applications accepted until Friday, February 14, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

**The City of Minneapolis is an Equal Opportunity Employer**